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ABSTRACT

This revised handbook on the theory and practice of human resources management and development (HRM/D) focuses on people management and the personnel development processes. The book's 18 parts and 102 chapters by 107 contributors provide authoritative and comprehensive information on every aspect of modern HRM/D. Part 1 provides an overview of HRM/D's historical development, current status, and future trends in the context of ongoing work force demographic changes. Parts 2-6 describe the managerial functions of planning, organizing, staffing, directing, and controlling the HRM/D functions. Part 7 focuses on the various means of improving HRM/D in critical areas. Part 8 addresses requirements for plant and facilities to house human resources programs, activities, and support services. Part 9 deals with important HRM/D support services. Part 10 concerns major human resources program elements. Part 11 covers employee, labor, and public relations. Part 12 addresses employee services. Part 13 highlights organization and management development programs. Part 14 deals with all types of training programs. Part 15 features external or out-of-enterprise sources of training programs and services. Parts 16-18 center on the analysis, design, development, implementation, evaluation, and quality control of human resources development systems, including new chapters on selecting delivery systems, developing technology-based learning materials, using games and simulations, and training people with disabilities. Contributors deliver solid, practical, how-to-do-it material but include materials and observations relating to the philosophy, background, goals, and objectives of their topics. An index is provided. (YLB)

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